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Approved For Release 1999/09/20 : CIA-RDP83-03568A000400060006-5

MEMORANDUM FOR: Deputy Director (Administration) DATE: **2 FEB 1952**

THRU: Acting Chief, Organization and Methods Service,
Office of General Services

SUBJECT: Request for T/O Change in Planning and Coordinating
Staff, OO

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1. It is requested that the T/O of the Planning and Coordinating
Staff be increased by the addition of the following positions:

- a. One Intelligence Officer
(place on T/O after # K 7)
- b. One Intelligence Officer
(place on T/O after # K 8)
- c. One Secretary-Stenographer
(place on T/O after # K 9)

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2. Justification for the expansion of this Staff was submitted
with Budget Estimate of this Office for FY 1953, which provided for
these three additional positions. During the period since the sub-
mission of the Budget it has become apparent, however, that there is
immediate need for further staff assistance:

3. The entire effort of the two members of the present P & C Staff
is directed toward providing assistance in the day-to-day drafting of
papers, working on special problems affecting more than one division,
(either intelligence, operational or administrative in nature), and
in representing this Office on Agency Committees and at special meetings.
The primary function of this Staff, which is to analyse the information
output and operations of the divisions, to coordinate the results of
such analysis with consumer needs and other Agency activities and to
recommend more efficient methods of operation, cannot be fulfilled.
Nor is the Staff able to do any longer range planning, such as estimating
the over-all collection potential of this Office in the light of changing
priorities and intelligence objectives.

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4. It is therefore my intention, if this request is approved, to reorganize the Staff as follows:

Chief: (GS-15) - to coordinate all major operational and intelligence projects, to be responsible for planning, and to represent this Office on policy matters requiring office-level negotiation within the Agency, with other IAC Agencies, and with other Government departments (as for example, arrangements with the Department of Defense for ASPIC, ASDIC, JMIA, etc.). In addition to long-range planning, the Chief will be responsible for immediate plans for using the resources of this Office to meet more closely the demands of other Agency activities for increased operational and intelligence support (as, for example, the requirements of psychological warfare operations for foreign press and radio material).

Deputy Chief: (GS-14: new position) - to handle fast moving day-to-day problems, to prepare drafts of office-level memoranda, official correspondence, and policy papers, and to provide direct and immediate assistance to the AD/O, DAD/O and the Division Chiefs on special problems.

Intelligence Officer: (GS-13) - to monitor the information out-put and operations of the three divisions and the Sovmat Staff in order to assist the Chief, P & C Staff, in recommending improvements and in long-range planning; to coordinate intelligence and operational matters affecting more than one division (as, for example, Agency policy on requirements, evaluation, dissemination, etc.) and to represent the Office on Agency Committees and at inter-office meetings on such subjects.

Intelligence-Administrative Officer: (GS-13: new position) - to assist the Chief and Deputy Chief with intelligence problems in relating these to the current operations, structure, and administration of the Office and divisions; to provide a central point for administrative matters which have to be dealt with on an office level (as, for example, policy determinations in coordination with responsible Agency Officers, in regard to OO action on budget, training, liaison, security, organization, personnel, travel, Agency history, changes in Agency Regulations, etc.) and to provide further policy guidance and supervision for the divisional administrative staffs.

Secretary-Stenographer (GS-5: new position) - to provide clerical support to the Chief and Deputy Chief.

Secretary-Stenographer (GS-5) - to provide clerical support to the two Staff Officers.


GEORGE G. CAREY

Assistant Director for Operations

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